

ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
FROM:		EXTENSION	NO.	
			DATE	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Signature Record and Cover Sheet, Form 26 - The use of this form is mandatory. It shall be used as a cover sheet for all correspondence classified Top Secret, and to record the name of each person who sees the document. A Form 26 is prepared and attached to each copy of Top Secret correspondence transmitted within the Agency. Consult your Area Top Secret Control Officer *for proper procedures in utilizing the form.*

[illegible]

CORRESPONDENCE - GENERAL

May 1955

- Receipt and Log Record 1240*
- g. Courier's ~~Classified Mail Receipt~~, Form Nos. 35-16 and 35-16a ~~(to be redesignated Form Nos. 240 and 240a)~~ - All envelopes or packages containing material classified CONFIDENTIAL and above, and transmitted between buildings within or outside CIA, are customarily accounted for by Courier's ~~Classified Mail~~ Receipts. Receipts are prepared in an original and ~~one copy~~. ~~The original~~

Copy one is inserted in window pocket or securely attached to envelope or package without ~~insert~~ window pocket. Copies 2 and 3 contains logging information for use by originator and recipient. Form 240a (pink) is used for transmitting material classified TOP SECRET.

3-
; for
after

COURIER'S CLASSIFIED MAIL RECEIPT	
TO	DATE OF PICK-UP
FROM	
TYPE OF MATERIAL	
SIGNATURE OF RECIPIENT	TIME RECEIVED
SIGNATURE OF COURIER	TIME OF PICK-UP
FORM NO. 35-16 FEB 1950	

WHITE RECEIPT - FOR MATERIAL CLASSIFIED
CONFIDENTIAL OR SECRET

COURIER'S CLASSIFIED MAIL RECEIPT	
TO	DATE OF PICKUP
FROM	
TYPE OF MATERIAL	
SIGNATURE OF RECIPIENT	TIME RECEIVED
SIGNATURE OF COURIER	TIME OF PICKUP
FORM NO. 35-16A DEC 1950	

PINK RECEIPT - FOR MATERIAL CLASSIFIED
TOP SECRET

EXHIBIT 15

*When log
data has been
used to
insert
copy 3 shall
be inserted
in package
delivered to the addressee
the copy 3 becomes
log receiving office.*

[Redacted]

[Redacted]

CORRESPONDENCE - GENERAL

125X1

Courier Receipt and Log Record, Form 240 - All envelopes or packages containing material classified **CONFIDENTIAL** and above, and transmitted between buildings within or outside CIA, are customarily accounted for by Courier's Receipts. Receipts are prepared in an original and two copies. Copy one is inserted in window pocket or securely attached to envelope or package without window pocket. Copies 2 and 3 contain logging information for use by originator and recipient. ~~Form 240a (pink) is used for transmitting material classified TOP SECRET.~~

COURIERS' CLASSIFIED MAIL RECEIPT		OFFICE	
		Symbol	Receipt No.
TO		THIS DATE	
FROM			
TYPE OF MATERIAL			
<input type="checkbox"/> SEALED ENVELOPE <input type="checkbox"/> SEALED PACKAGE <input type="checkbox"/> LOCKED MAIL BAG			
CERTIFICATION OF GOOD CONDITION			
SIGNATURES CONSTITUTE CERTIFICATION THAT MATERIAL INDICATED HEREON IS RECEIVED IN GOOD CONDITION UNLESS OTHERWISE NOTED ON BACK OF THIS RECEIPT			
1. SIGNATURE OF ORIGINAL COURIER		Pickup Date	Pickup Time
Form No. 240a 1 Aug 55		Replaces Form 240a, 1 Apr 55 and 35-16A which are obsolete.	
		16-72960-1 GPO	

~~WHITE RECEIPT - FOR MATERIAL CLASSIFIED
CONFIDENTIAL OR SECRET~~

~~PINK RECEIPT - FOR MATERIAL CLASSIFIED
TOP SECRET~~

*Form 240 a (pink) is used for transmitting
Top Secret material.*